

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-331

OPENING DATE: 28 October 2005

CLOSING DATE: 28 November 2005

ANTICIPATED FILL DATE: 8 Jan 06

### POSITION TITLE AND NUMBER

Family Program Assistant (Exc Indef)  
PDCN 90059000, MD # 1320-510L

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J1  
NCARNG, Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-0303-07 \$34,149.00-\$44,395.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard. (Open to Army or Air National Guard personnel).

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Applications must reflect duties and responsibilities of positions/jobs addressed within the KSAs. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date.

**NOTE**: Information that must be provided when applying for a technician position is: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

**QUALIFICATION REQUIREMENT**: Must have 12 months specialized experience for GS-7 or 24 months specialized experience for GS-9 that demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of various family readiness rules, regulations and procedures for application to a wide variety of situations.
2. Knowledge of National Guard organizational structures, community support services and resources, and data collection techniques.
3. Ability to communicate effectively both orally and in writing.
4. Knowledge of public relations and networking techniques.
5. Ability to collect and research information to conduct needs assessment and to organize and disseminate changing data.
6. Skill in using various computer word processing and software database programs in order to prepare correspondence and maintain an information system.

**MILITARY ASSIGNMENT**: Assignment to a compatible Enlisted position in the NCNG is mandatory. (NCARNG:CMF: 42; NCANG: AFSC: 3SXXX)

**CONDITIONS OF EMPLOYMENT**: 1. Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCNG). NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS/AFSC in the NCNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Serves as an assistant in accomplishing all objectives of the Family Program. Supports staff assistance visits to ensure that policies conform with guidance to staff and units. Assists in designing and conducting needs assessments of family members to identify program requirements. Identifies issues affecting the quality of family life and provides recommendations to supervisor of activities and policies requiring modification. Identifies family issues affecting recruiting, retention, and readiness. Prepares information papers and other documents concerning these issues. Recommends necessary changes as needed on new initiatives and implementation of program to address those issues. Coordinates and facilitates communications between family members and the National Guard. Prepares information for entitlements, schedules of events, missions, roles, and functions of the National Guard. Interfaces with units and family members and gathers information concerning family activities. Compiles information, publishes, and disseminates Family Program newsletters. Develops and maintains a library of resource documents to include community, state, and Federal government agencies and organizations, which are available for referrals to family members. Assists units in developing and maintaining local information, referral and follow-up programs. Provides technical assistance to personnel publicizing Family Program and quality of life issues. Conducts briefings and training for staff and units to provide necessary information and to stimulate interest and support. Coordinates the volunteer service component to include formal training and recruiting of volunteers. Supports volunteers to work with the Family Readiness Groups (FRGs), and to instruct and train units, soldiers, and their families. Provides technical assistance and information to develop local unit FRGs. Identifies key volunteers and develops and conducts orientation and training programs for these volunteers. Maintains a system of documenting volunteer services and a library of resource materials concerning volunteerism and provides materials to volunteers as needed. Conducts workshops and seminars as appropriate. Identifies key volunteers to serve as Family Program volunteer council members, coordinates activities, and communications of the council. Assists in planning and coordinating resources for family assistance at mobilization. Assists with the establishment, staffing, and equipping of Family Assistance Centers (FACs), when necessary. Implements and maintains a system of providing publications and information to FACs and FRGs. Assists in the preparation of budget requirements to support the Family Program. Initiates Invitational Travel Orders (ITOs) for volunteers, when necessary. Assists in maintenance of non-appropriated and appropriated fund volunteer reimbursement program. Assists with the state family youth program, which addresses issues and concerns of youth related to Guard life and youth readiness and well being. Coordinates with local youth related organizations and agencies. Collects and organizes volunteer, family, and other related data. Implements and maintains a computer entry system for easy of retrieval and dissemination. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will

be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. The individual selected may be terminated from employment upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

**DISTRIBUTION:**

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**